



Office, Director of Information  
Systems for Command, Control,  
Communications, & Computers

DEPARTMENT OF THE ARMY  
OFFICE OF THE SECRETARY OF THE ARMY  
107 ARMY PENTAGON  
WASHINGTON DC 20310-0107

SAIS-PAC-V

13 Jul 01

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Electronic and Information Technology Accessibility Program Guidance for Video and Multimedia Products

1. References:

- a. Rehabilitation Act of 1973, and Amendments of 1998.
- b. 36 Code of Federal Regulation (CFR), Electronic and Information Technology Accessibility Standards, Final Rule, 21 Dec 2000. (<http://www.access.gpo.gov/nara/>)
- c. Memorandum, SAIS-IIAC, 6 Mar 01, subject: Guidance for Implementation of Congressionally Mandated Requirements Concerning Access to Federal Information Technology by Members of the Public and Federal Employees with Disabilities (Section 508 of the Rehabilitation Act). (<http://www.army.mil/disc4/references/policy.html>)
- d. 48 CFR, Federal Acquisition Regulations (FAR), Chapter 1, 25 April 2001. (<http://www.access.gpo.gov/nara/>)

2. Pending guidance from the Department of Defense, this memorandum provides interim Army program guidance for compliance with accessibility standards as they relate to video and multimedia productions.

3. IAW reference 1b, the term "Electronic Information Technology" include all training and informational video and multimedia products that support the Army's mission. (Subpart B, para 1194.24, specifically addresses video and multimedia productions.)

4. For information regarding the impact of the 1998 amendments (ref 1a) and an explanation of Section 508 standards, see reference 1c above.

5. The effective date for Section 508 compliance is 21 Jun 01. All productions completed after this date must be compliant with the following program guidance.

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a. All training and information video and multimedia products developed, procured, maintained, used, or broadcast in support of the Army's mission, regardless of format, that contain speech or other audio information necessary for the comprehension of the content, shall be available with open or closed captioning.

b. All training and information video and multimedia products developed, procured, maintained, used, or broadcast in support of the Army's mission, regardless of format, that contain visual information necessary for the comprehension of the content, shall be available with audio descriptions.

c. Display or presentation of alternate text presentation or audio descriptions shall be user-selectable unless permanent.

d. All master materials submitted to the DOD Joint Visual Information Services Distribution Activity for replication and distribution shall contain open or closed captioning information. Products requiring an audio description shall be submitted on a separate master or as a digital audio file. Audio descriptions, which are submitted as a separate digital audio file, shall be identified by the same Production Identification Number as the original production master and marked as the audio description for that product.

e. The procurement of all training and information video, and multimedia products must comply with the FAR as amended by reference 1d above.

f. Visual information products published on websites shall comply with guidance for that particular website. (Reference 1c) Developers should consult with their webmasters for specific guidance.

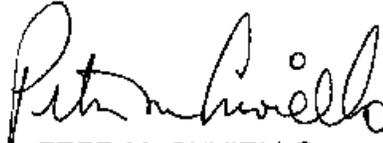
6. If compliance with these accessibility standards results in a significant undue burden for any one production, the office of primary responsibility (OPR) shall provide documentation of such prior to the development of the product. This documentation shall become a permanent enclosure to the product file. If undue burden precludes open/closed captioning or audio description, the OPR is responsible for making an alternative form of the data available when requested.

7. Exclusions certified in reference 1c, para 6, apply to video and multimedia products. Those products which do not support the mission of the OPR, such as a video production of a retirement ceremony, etc., need not be closed or open captioned, or audio described, and documentation footage gathered in the field, such as documentation of an accident, combat camera documentation, etc., are also exempt.

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8. Point of contact for this action is Ms. Carol Brown, DSN 227-5796, or 703-697-5796, FAX 703-693-9231.



PETER M. CUVIELLO  
Lieutenant General, GS  
Director

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